

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



July 27, 1990

ALL-COUNTY LETTER NO. 90-69

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: TRANSITIONAL CHILD CARE (TCC) PROGRAM STATISTICAL  
REPORT

REFERENCE: AB 1706, BATES

This letter transmits an enclosed camera-ready copy of the Transitional Child Care (TCC) statistical report form and instructions (Attachment A). The TCC program went into effect on April 1, 1990 and the first report (for the report month of July, 1990) is due to the State Department of Social Services (SDSS), Statistical Services Bureau (SSB) by August 31, 1990. Subsequent reports will be due by the 12th working day of the month following the report month.

Any questions regarding the TCC statistical reporting should be directed to Mr. Levy St. Mary, Statistical Services Bureau, at (916) 445-2135. Questions concerning the TCC program should be directed to your AFDC program policy analyst.

A handwritten signature in dark ink, appearing to read "D-M. Boyle".

DENNIS M. BOYLE  
Deputy Director

Enclosures

cc: CWDA

**PART C. CHILD CARE BY TYPE OF PROVIDER****RELATIVE****NON-RELATIVE**

13. Total Number of Children In (Sum a, b, c and d below) .....

25

26

a. Family Day Care .....

27

b. Child Care Center .....

28

c. Child's Home .....

29

30

d. Outside Child's Home .....

31

32

**PART D. EXPENDITURES BY TYPE OF CHILD CARE PROVIDER**

14. Total Expenditures (Sum a, b, c and d below) .....

33

\$

34

\$

a. Family Day Care .....

35

\$

b. Child Care Center .....

36

\$

c. Child's Home .....

37

\$

38

\$

d. Outside Child's Home .....

39

\$

40

\$

**PART E. EXPENDITURES**

15. Total Net Expenditures for TCC (Equals Item 14 - box 33 plus box 34) .....

41

\$

a. Number of requests associated with expenditures .....

42

**PART F. TO BE USED ONLY ON INSTRUCTIONS FROM DEPARTMENT OF SOCIAL SERVICES**

REPORT PREPARED BY

TELEPHONE

DATE

TRANSITIONAL CHILD CARE  
MONTHLY CASELOAD MOVEMENT REPORT  
FORM CA 237 TCC

**CONTENT**

This monthly report form is designed to provide statistical data associated with the Transitional Child Care (TCC) Program. The data reported is to reflect activity during the month.

**DUE DATE**

Reports are to be received in Sacramento on or before the 12<sup>th</sup> working day of the calendar month following the report month.

Send report to:

State Department of Social Services  
Statistical Services Bureau  
744 P Street, Mail Station 19-81  
Sacramento, California 95814

When data is unavailable, or has not been reconciled, transmit a report by the due date containing all available data. Attach a note indicating when the department can expect to receive the missing data. Please forward missing figures as soon as possible.

**INSTRUCTIONS**

Part A summarizes intake activity during the report month with respect to applications for TCC.

**PART A APPLICATIONS FOR TRANSITIONAL CHILD CARE**

1. Pending from last month - Enter the number of applications pending from the previous month. If this figure is not the same as the value reported in Item 5 of the previous month, please explain in a footnote.
2. Received during the month - Enter the number of applications received. For reporting purposes, an application is included here when it has been received and recorded by the county.

3. Total during the month - Enter the sum of Items 1 and 2.
4. Disposed of during the month - Enter the sum of Items 4a, 4b, and 4c.
  - a. Applications approved - Enter the number of applications which were determined eligible to receive TCC benefits. Include individuals who had a break in their 12 month eligibility period and have been determined to be eligible for a new 12 month period. Do not include those cases which had a break in their 12 month eligibility period and are resuming their original 12 month period. These applications are reported in Item 7b.
  - b. Applications denied - Enter the sum of Items 4b(1), 4b(2) and 4b(3).
    - (1) Not on AFDC for 3 of 6 months - Enter the number of applications denied due to failure to meet the eligibility requirement of receiving AFDC in 3 of the previous 6 months prior to applying for TCC.
    - (2) Reason for discontinuance doesn't meet TCC eligibility requirements - Enter the number of applications denied due to failure to meet the eligibility requirement stated in the applicable Manual for Policy and Procedures (MPP) sections. The application count entered in this item represents those discontinued from AFDC for a reason other than those deemed necessary to determine eligibility.
    - (3) Other - Enter the number of applications denied for reasons other than those stated in the applicable MPP sections, i.e., applications from applicants never on AFDC.
  - c. Withdrawn - Enter the number of applications withdrawn by the applicant.
5. Pending at the end of the month - Enter the number of applications pending at the end of the month. This entry will equal the difference between the total applications during the month and the number disposed, Item 3 minus 4.

## PART B CASELOAD

Part B summarizes data associated with cases open during the report month. For reporting purposes, a case is open if it is eligible to receive TCC program benefits and currently meets the criteria for the TCC program. In addition, a case may contain more than one eligible child.

6. Cases brought forward from last month - Enter the number of cases which were reported in Item 10 of previous month.(If not the same figure as Item 10 of previous month, please explain in footnote). Changes in caseload resulting from actions authorized in prior month and not previously reported are shown as adjustments to Item 6 and are not reported in Item 7b.
7. Cases added during the month - Enter the sum of Items 7a and 7b.
  - a. Applications approved - Enter the total number of applications which were determined eligible to receive TCC benefits. This entry will equal the value reported in Item 4a.
  - b. Other approvals - Enter the total number of cases which were determined eligible to receive TCC benefits for reasons other than 7a. For example, intercounty transfers or cases who are resuming their original 12 month eligibility period, etc.
8. Total cases open during the month - Enter the number of cases which were eligible to receive TCC benefits during the month. This entry will equal the sum of Items 8a and 8b. It will also equal the sum of Item 6 and 7.
  - a. Cases receiving TCC reimbursements - Enter the total number of cases which were determined eligible to receive TCC benefits and whose request for TCC reimbursement was approved during the report month. Cases which are approved for more than one reimbursement during the report month are reported only once in this entry.  
  
(Cases discontinued in a prior month and receiving TCC reimbursement) - Enter the number of TCC cases closed in a month prior to the report month but who requested and was paid TCC reimbursement during the report month. Cases

receiving more than one reimbursement during the report month are reported only once in this entry.

- b. Other cases. - Enter the total number of cases which were eligible to receive TCC reimbursement and either did not request TCC reimbursement or whose request was under review during the report month.
- c. Adults in Item 8 - Enter the total number of adults in the cases reported in Item 8.
- d. Children in Item 8 - Enter the total number of children in the cases reported in Item 8.
  - (1) Children formerly from AFDC-Family Group(FG) cases - Enter the total number of children who's AFDC program segment status was FG.
  - (2) Children formerly from AFDC-Unemployed(U) cases - Enter the total number of children who's AFDC program segment status was U.
- 9. Total number of cases discontinued during the month - Enter the number of cases which were discontinued during the report month.
- 10. Cases carried forward to next month - Enter the cases carried forward to the next month. (Items 8 minus 9).

## **PART C CHILD CARE BY TYPE OF PROVIDER**

Part C summarizes data regarding the number of children for which TCC reimbursements were approved during the month. It collects data by the type of child care provider used (relative or non-relative) and indicates the setting in which child care was provided. Children who have multiple providers are to be reported in the category in which the most hours of care were spent. (For example, if a child spends 4 hours a day in Family Day Care and 2 hours a day being cared for in their own home, the count would be in Family Day Care. If the care is split equally, the County has the option of choosing which category to place the count).

13. Total number of TCC children in - Enter the sum of a through d below.
- a. Family Day Care - Enter the number of children who were provided child care in a Family Day care or Group Family Day Care Home. These facilities provide child care during a portion of the 24 hour day. Care is provided in a family-type setting which meets the standards of state and local laws.
  - b. Child Care Center - Enter the number of children who were provided child care in a child care center. A center is a group child care facility that meets the applicable standards of state and local laws in which care for a child is provided during a portion of the 24 hour day. Include facilities, providing care on school sites, that would otherwise be considered a center except that they are exempt from applicable state and local laws.
  - c. Child's Home - Enter the number of children who were provided child care in the child's own home. Provide both relative and non-relative data. (This type of child care is considered exempt from licensing).
  - d. Outside Child's Home - Enter the number of children who were provided child care outside the child's own home. Relative care outside the child's own home is care provided during a portion of the 24 hour day by a relative other than the child's own parents or a person(s) who normally takes care of the child, i.e., the guardian. Nonrelative care outside the child's own home is care provided by a nonrelated person who cares for the children of only one family in addition to his/her own children. (These types of child care are considered exempt from licensing).

#### **PART D EXPENDITURES BY TYPE OF CHILD CARE PROVIDER**

Part D summarizes TCC Expenditures (by type of child care provider) paid to relative or non-relative providers.

14. Expenditures By Type of Child Care Provider - Enter the sum of 14a. through 14d. (by relative and non-relative). For 14a. through 14d., enter the expenditures associated with the children counts shown in item 13 (by type of Provider-both

relative and non-relative). Relative plus non-relative columns (box 34 plus box 35) must agree with part E, Item 15, Total Net Expenditures.

## **PART E EXPENDITURES**

Part E summarizes data associated with the amount of TCC reimbursements which were approved for payment during the report month.

15. Total expenditures this month - Enter the total dollar amount which was approved for TCC reimbursement during the report month.
  - a. Number of requests associated with expenditures - Enter the total number of requests for TCC reimbursement which were received during the month. If a family made two requests during the report month, report both requests.

## **PART F TO BE USED ONLY ON INSTRUCTIONS FROM DEPARTMENT OF SOCIAL SERVICES (DSS)**

This part will only be completed when authorized to do so by DSS. In the event this part is to be used, counties will be informed through either an All-County Letter or All-County Information Notice.

## **ADDITIONAL INFORMATION**

Fill in the information requested at the top and bottom of the report form and show the figures required for each item. If for any item there is nothing to report, enter "O". Do not leave any items blank. If needed, when completing this form, please use the following abbreviations:

NA - Not Available